



ADMINISTRATIVE POLICIES AND PROCEDURES

Policy ID: Human Resources
Subject: Birthday Holiday
Creation Date: October 3, 1995 (Last Amended)
Revision Date: October 13, 2006
Prepared By: Human Resources
Approved By:
Legal Review Date:

DESCRIPTION:

POLICY:

Employee's Birthday

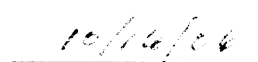
The City of El Paso's Classification and Compensation Ordinance 8064 recognizes an employee's birthday as a legal holiday. The ordinance allows for employees to be given equal time off should their services be needed on their birthday.

- A. In case of emergency, when the employee's services are needed on his/her birthday, the employee may be required by the department head to work on that day or shift but shall be given equal time off on another day or shift. If the employee's birthday falls on a day on which (s)he would be entitled to be off for some other reason, the birthday holiday may be taken on the next regular work day, provided, however, if work schedules cannot be arranged or if emergencies exist and only in these cases, the department head may schedule the holiday time off on another day or another shift.
- B. Any birthday holiday not taken on the employee's birthday but rescheduled in accordance with the above provisions must be scheduled and taken within fourteen calendar days before or fourteen calendar days after the employee's birthday.

APPROVED BY:



Joyce Wilson, City Manager



Date